

ESTIMATE SET-UP PACKAGE

BID SCHEDULE ENTRY AND MAINTENANCE

BIDDING INFORMATION

BID DATE:	ESTIMATE NO.:	
PROJECT NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
PRIME:	SUB:	
PROJECT MANAGER:		
\$ SIZE:	BID TIME:	
PROJECT TYPE:		
BID TYPE:		
ENGINEERED: <input type="checkbox"/>	DESIGN-BUILD: <input type="checkbox"/>	

DESIGN INFORMATION

ARCHITECT: AR
ENGINEER: EE
OWNER: OW

FINANCIAL INFORMATION

BID BOND REQ? Y <input type="checkbox"/> N <input type="checkbox"/> BOND PENALTY: _____ PERF. & PAYMENT BOND? Y <input type="checkbox"/> N <input type="checkbox"/>
COMP. DATE OR DURATION:
LIQUIDATED DAMAGES: Y <input type="checkbox"/> N <input type="checkbox"/> AMOUNT:

BID RESULTS:		NSE ESTIMATE NO.:
ELECTRICAL CONTRACTORS	BID \$AMOUNT	GENERAL CONTRACTORS
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.
8.		8.
ELECTRICAL CONTRACT AWARDED TO:	GENERAL CONTRACTOR:	

ESTIMATE SET-UP PACKAGE
PRE-BID CHECKLIST

Office: _____	Date: _____
Location: _____	Bid Time: _____
Construction Manager: _____	
Contact for Questions: _____	
Pre-Bid Meeting: _____	Date: _____ Time: _____ Location: _____
Bid to: _____	Public: <input type="checkbox"/> Private: <input type="checkbox"/>
Bid Type: _____	Fixed Price <input type="checkbox"/> GMP <input type="checkbox"/> Design Build <input type="checkbox"/>
Project Duration: _____	Award: _____ Start: _____ Completion: _____
Description of Project: _____ _____ _____	
Square Footage: _____	# of Floors: _____
Liquidated Damages: _____ (Y/N)	Explain: _____
Special Insurance Required: _____	
Warranties/Guarantees: _____	Standard _____ Beyond (1) Year: _____
Bid Bond Required: _____ (Y/N)	_____ %
Performance and Payment Bond Required: _____	
Pre-Qualification Required: _____	Drawings to be Returned: _____
Local Union #: _____	City: _____ County: _____

ESTIMATE SET-UP PACKAGE

Labor Rate: _____ Sales Tax: _____ % Overhead: _____ Burden: _____ Profit: _____

Union Local: _____ # Floors: _____ Total Sq. Ft.: _____ Est. No.: _____

Location	LL	System	LL	Area	Phase
01 Base Bid		01 SWITCHGEAR			
		02 BUS DUCT/BUS PLUGS			
		03 EM. GEN/TR. SW./MG			
		04 FEEDERS			
		05 MOTOR BR. BRANCH/EQUIP. CONNECT			
		06 FIXTURES			
		07 LIGHTING BRANCH			
		08 DEVICES – LIGHTING			
		09 MC CABLE LIGHTING BRANCH			
		10 MC DEVICES - LIGHTING			
		11 LIGHTING SOFT WIRE			
		12 POWER BRANCH			
		13 DEVICES – POWER			
		14 MC CABLE POWER BRANCH			
		15 MC DEVICES - POWER			
		16 CABLE TRAY			
		17 WIREMOLD (SURFACE RACEWAY)			
		18 RAISED FLOOR POWER DISTRIBUTION			
		19 TELEPHONE/DATA CONDUIT			
		20 TELEPHONE/DATA CABLE			
		21 FIRE ALARM SYSTEM			
		22 PUBLIC ADDRESS SYSTEM			
		23 DR. SECURITY/CARD READER			
		24 DR. MONITORING.INTRUSION			
		25 INTERCOM SYSTEM			
		26 CCTV			
		27 MATV			
		28 CLOCK SYSTEM			
		29 NURSE CALL SYSTEM			
		30 GAS DETECTION SYSTEM			
		31 TEMPERATURE CONTROL SYSTEM			
		32 ENERGY MANAGEMENT SYSTEM			
		33 PROCESS CONTROL SYSTEM			
		34 KITCHEN EQUIPMENT			
		35 MEDICAL EQUIPMENT			
		36 HALON SYSTEM			
		37 LEAK DETECTION			
		38 GROUNDING			
		39 LIGHTING CONTROL/DIMMING			
		40 LIGHTNING PROTECTION			
		41 CATHODIC PROTECTION			
		42 SITE WORK			
		43 SITE LIGHTING			
		44 INCOMING SERVICE – POWER			
		45 INCOMING SERVICE – TELEPHONE			
		46 DUCT BANKS AND MANHOLES			
		47 TRAFFIC SIGNAL AND STREET LIGHTING			
		48 REWORK EXISTING			
		49 DEMOLITION			
		50 TEMPORARY POWER			
		51 WALKER DUCT			
		70 PV MODULES			
		71 DC WIRING			
		72 COMBINER BOXES			
		73 DC DISCONNECTS			
		74 INVERTERS			
		75 AC SWITCHGEAR			
		76 AC WIRING			
		77 MODULE RACKING			
		98 OTHER			
		99 DIRECT JOB COSTS			

ESTIMATE SET-UP PACKAGE
QUOTATION SET-UP

Estimate No.: _____

System No.	Item	Preferred / Specified Vendors	Plug
_____	Switchgear	_____	_____
_____	Generator / ATS	_____	_____
_____	Fixtures	_____	_____
_____	Ltg Control	_____	_____
_____	Cell Floor	_____	_____
_____	HV Splicing	_____	_____
_____	Ltg XFMR Panel	_____	_____
_____	LV Tray	_____	_____
_____	UPS	_____	_____
_____	Fire Alarm	_____	_____
_____	Telecom	_____	_____
_____	Security-Access Ctrl	_____	_____
_____	Security-Camera	_____	_____
_____	AV	_____	_____
_____	Sound System	_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____

ESTIMATE SET-UP PACKAGE
PRE-ESTIMATE REVIEW

General Requirements

- Review of Division 1 specifications and instructions to bidders to be complete prior to pre-estimate meeting. Indicate values to be included in the estimate for the following as required:
 1. Allowances _____
 2. Temporary Power and Lighting _____
 3. Protocol Levels _____
 4. Security Requirements _____
 5. Electrical Permit _____
 6. Clean Up Requirements _____
 7. Material Handling/Stocking issues _____
 8. Coordination Drawings/Details _____
 9. Parking _____
 10. Storage _____
 11. Other _____

- Provide information on the following issues:
 1. Payment Terms _____
 2. Retention _____
 3. Contract Review by Contracts Administration _____
 4. Minority Requirements _____
 5. Coordination with owner supplied equipment _____
 6. Other _____

Bid Form Requirements

- Alternates – Provide to Estimating
- Unit Prices – Estimating to assist
- Labor Rates – Review with Director of Project Management
- Mark Ups – Review with Director of Project Management
- Breakdowns/Schedule of Values – Provide to Estimating

ESTIMATE SET-UP PACKAGE
PRE-ESTIMATE REVIEW

Proposal Information

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resumes required and requested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corporate Information required and requested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule required and requested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Bond required and requested; % of bid amount _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payment and Performance Bond required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposal signed by officer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand delivery required

Estimating Information

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New <input type="checkbox"/> or existing <input type="checkbox"/> building
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building elevation sketches complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Substitutions allowed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testing required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordination study needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Off haul of spoils
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Value engineering needed

At pre-estimate review, be prepared to discuss the following:

- Routing of conduits
- Homeruns overhead or in slab
- Combining circuits
- Cost saving methods or materials
- Job duration / phasing / schedule
- Straight time, TH, DT requirements
- Targeting / non-union
- Labor escalation
- Specialty vendors
- Material discounts
- LV system requirements
- Work at risk policy compliance – See Form F173

Pre-Bid Review

Date: _____

Time: _____

ESTIMATE SET-UP PACKAGE

PROJECT MANAGER'S ESTIMATING CHECKLIST

- Est. setup Complete
- Alternates Required – if checked, provide alternate numbers on Estimate Set-Up
- Value eng. Allowed – if checked, define
- Unit prices Required – if checked provide forms
- Bldg. elev. Complete
Min. cover _____
- UG conduit PVC Sch 40 DB120 GRC Ocal Wrap
- UG 90° ells PVC GRC Ocal Wrap
- Backfill Native Sand Concrete Depth _____ Warning tape
- Spoils Off-haul Spread @ site
- Risers GRC EMT Height _____
- MC Cable Branch Circuits EMT Hrs Super Neutral _____
- Conduit/Type PVC EMT IMC GRC ENT MC
 HCF
- Min. size _____
- Fittings DC/SS DC/Comp Steel/SS Steel/comp Insul throat
- HV wire type _____
- Feeder wire CU AL Mac. Adapt Insulation type _____
- Branch wire THHN Spl Min. Size _____ Sol/Str. _____
- Home Run Slab Overhead EMT IMC GRC PVC
- Combine HR Yes No Max conductors _____
- Ground wire All branches Spl _____ None
- Devices Assemblies Alter Assemblies Decora
- Supports Caddy/clg. Wire Slip rod/caddy Th. Rod/min
 Th rod/J-hgr Trapeze Slip rod grid
- Cable tray Required Type _____ Support _____ Seismic required

Systems:

- a. FA Conduit Open cable Plenum Via cable tray Box/stub Ring & String
- b. PA Conduit Open cable Plenum Via cable tray Box/stub Ring & String
- c. Security Conduit Open cable Plenum Via cable tray Box/stub Ring & String
- d. Phone/Data Conduit Open cable Plenum Via cable tray Box/stub Ring & String
- e. _____ Conduit Open cable Plenum Via cable tray Box/stub Ring & String
- f. _____ Conduit open cable Plenum Via cable tray Box/stub Ring & String
- g. Support Tie wraps J-hooks Cable tray Other Conduit to cable

ESTIMATE SET-UP PACKAGE

PROJECT MANAGER'S ESTIMATING CHECKLIST

Trade Responsibilities

<u>ITEM</u>	<u>F.B.E.</u>	<u>I.B.E.</u>	<u>F.B.O.</u>	<u>I.B.O.</u>
Temporary Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excavation and Backfill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Encasement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pole Bases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Man and Hand Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Pad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Raceway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Transformer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interlock Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instrument Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Starters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disconnects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V.F.D.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pitch Pockets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixture Seismic Supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painting and Drywall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordination Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>